



Cub Scout Task Force

Northeast Region, Order of the Arrow

Cubs @ Conclave: Fact Sheet

Step 1

Council of Chiefs - Meet with your council of chiefs and bring up the idea of *Cubs @ Conclave*. You will want to have a plan in place and the reasons why you should have *Cubs @ Conclave*. You may also want to have a pros and cons list to present to the council of chiefs to help with the discussion.

Step 2

Backdater - Once the council of chiefs approves having *Cubs @ Conclave*, you will need to set a backdater in place. Please see the sample backdater attached.

Step 3

Communicating with the Council - The next step is to work with the service lodge and the local council in which the conclave will be held. You will want to work through the service lodge to get in contact with the field services for the local council. You will then want to work with field services and the council membership committee to start getting the word out about *Cubs @ Conclave*.

Step 4

Budgeting - You will need to work with your council of chiefs to discuss how budgeting will work. You can either make it a free event or you can charge a fee to the Cub Scouts to cover the costs.

Step 5

Activities - To make things easy, *Cubs @ Conclave* is usually a half-day event, running from about 9am to lunchtime. This makes it easy to open activities like BB, archery, boating, etc. before it is open to the Arrowmen in the afternoon. Other activities include fishing, belt loop work, Indian lore, and swimming. A typical schedule is as follows:

- a. Check In / Registration
- b. Cub Scouts join for Flag Ceremony
- c. Cub Scouts go from activity to activity
- d. Cub Scouts join OA brothers for lunch and receive their patches

Last Revised: 8/20/15



Cub Scout Task Force

Northeast Region, Order of the Arrow

Step 6

Promotion - The best way to promote *Cubs @ Conclave* is to work through the local council and the councils that surround the camp in which conclave is being held at. You may want to have flyers made that can be emailed and handed out at roundtables. Working with district executives and the council membership team is a great way to get the word out. This event benefits Cub Scouts and can help retain them.

Step 7

Staffing - Try to have the same people running the activities in the afternoon for the Arrowmen open the areas for the Cub Scouts in the morning. Assigning a chairman for this part of conclave is key to its success. If he has a Cub Scout committee, that is great! He can gain staff from there. If not, he will need to develop a staff.

Step 8

Putting it all Together - All Cub Scouts want to do is have fun. So if you can allow them to have fun, earn some requirements and make them want to join Boy Scouts, then you did your job right.



Cub Scout Task Force

Northeast Region, Order of the Arrow

Cubs @ Conclave: Backdater

Days Out	What?	Responsible
200	Discuss <i>Cubs @ Conclave</i> with COC	Chief
180	Plan activities	Chair
160	Plan budget	Chair/ COC
150	Publish promotional Flyer	Chair
100	Reserve staff	Chair
75	Promotions begin in full swing	Chair
75	Open registration	Chair
60	Reserve roundtable promotions	Chair
30	Final push for promotions	Chair
20	Set up schedule	Chair
10	Email all staff and provide details	Chair

Last Revised: 8/20/15